

9. Academic Departments and Programs of Study

KAU-AC has three academic departments:

- Department of Computer and Information Technology (CIT)
- Department of Business Information Technology (BIT)
- Department of Health Information Technology (HIT)

In addition to these departments, KAU-AC also has the supporting department of General Required Courses (GRC). The HIT Department does not have any active programs currently. The Department is working on designing new courses.

Each academic department offers at least one program of study at the present time. These programs were carefully selected according to the best scientific standards and after a series of consultative workshops with educationists and experts to meet the needs of the labor market. The first year at KAU-AC is a preparatory year for most of its students with 9 credit hours that focus on English, Computer Science and Mathematics. Students have to pass the subjects in this year to move on to the next year and specialize in one of the majors available. Students also study Work Ethics and Communication Skills during their 2nd and 3rd year at college.

The available major programs at KAU-AC are:

- Network Administration (67 credit hours)
- Graphic Design (67 credit hours)
- Marketing (68 credit hours)
- Accounting (71 credit hours)
- Insurance (71 hours)
- Sales (38 hours)

Programs and Courses

KAU-AC applies the credit hour system decided by the Council of the University. Each academic year is divided into two major terms, each 16 weeks in length in addition to a separate 8-week summer term.

Preparatory Year Program

The preparatory year (a two-semester study program) is aimed at upgrading the competency of the high school graduates in English, Mathematics and Computer Science. This initial program equips students with knowledge and skills to undertake the more specialized course of study in their second and third years. This arrangement becomes all the more significant when it is noted that all instruction is via the medium of English. The ability to read, write and speak English is of crucial importance. Students are required to pass all the courses of the preparatory year and then enter the desired specialization.

During the preparatory year, students study intensive English language, fundamentals of Mathematics, and Computer science as follows:

Course Code	Title	Credit Hours	Prerequisites	Teaching Hours	
				Lectures	Lab
Semester 1					
GRC 100	Preparatory Math I	2	None	4	0
GRC 111	Intensive English I	3	None	15	5
Total semester credit hours		5			
Semester 2					
GRC 101	Preparatory Math II	2	GRC 100	4	0
GRC 112	Intensive English II	3	GRC 111	15	5
CIT 100	Introduction to Information Technology	3	GRC 111	2	2
Total semester credit hours		8			
Total Preparatory Year Credit Hours		13			

Cooperative Training Program

This is a joint effort of KAU-AC and private sector institutions to facilitate students' practical training during their study. The total number of hours for these programs is 240 hours. The duration of each program is minimum 8 weeks. Students should observe the following:

- Suspended students cannot join the training program.
- All paperwork pertaining to the training is available from the Academic Affairs and should be completed prior to joining the program.
- Students must spend the whole training period at the training institution.
- Written permission must be obtained from Academic Affairs prior to changing the time of training hours or the training institution.
- Students are required to abide by the rules and regulations of the training institutions and not to leave the training institution without the permission of the supervisors in charge of their training.
- Students should act in coordination with their supervisors to send the training evaluation to KAU-AC's Academic Affairs upon completion of their training.
- Students are expected to give a presentation (in PowerPoint) to KAU-AC staff and students upon completion of the training.
- Failure to fulfill any of the above results in a student getting a Failed (F) grade and having to re-take the training on the academic department's approval.